ASCO Quality Care Symposium

Exhibitor Manual

Symposium Dates
October 17-18, 2014

Exhibit Date
October 17, 2014

Symposium Location
Boston Marriott Copley Place
110 Huntington Avenue
Boston, MA 02116

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ADVERTISING OPPORTUNITIES

Exhibitors have the opportunity to advertise before and during the Symposium. View the ASCO Quality Care Symposium Media Kit.

AGENDA

Please visit quality.asco.org for the most up-to-date program information.

ATTENDEE MAILING LIST

Fully capitalize on your exhibit investment by renting the ASCO Quality Care Symposium attendee postal list. Utilizing the pre-show list to raise awareness and showcase your presence at the ASCO Quality Care Symposium and then following-up with a post-show message to attendees is a great way to spotlight your products and services throughout the year. You can order the ASCO Quality Care Symposium postal list through INFOCUS Marketing.

Questions? 800-708-5478 sales@infocusmarketing.com

CHECKLIST

The following checklist is provided as a guide for companies exhibiting at the ASCO Quality Care Symposium.

Due Date	Item	Complete
Wednesday, September 10	Exhibitor Registration – Exhibitor Resource Center	☐
	Hotel Reservation – Exhibitor Resource Center	☐
	Exhibitor Directory Listing and Upgrade - Exhibitor Resource Center	☐
	Giveaway Approval Form - Exhibitor Resource Center	☐
	Lead Retrieval Order Form	☐
	Notification of Intent to Use an EAC - Exhibitor Resource Center	☐
	Onsite Contact Form - Exhibitor Resource Center	☐
Thursday, September 25	General Service Contractor – All Forms	☐
Thursday, October 2	Freeman Audio Visual Order Form	☐
Friday, October 3	Electric Order Form	☐
	Internet Order Form	☐

Your password to access the Exhibitor Resource Center was emailed to the Exhibit Contact along with the link to the Exhibitor Manual.

Questions? Contact Stephanie Houck, CEM, Associate Director, Exhibits Operations

703-679-3972 qualityexhibits@jspargo.com

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List of Symposium Official Contractors

If you receive solicitations from companies who are not listed below, please contact Stephanie Houck at qualityexhibits@jspargo.com or 703-631-6200.

Service	Official Contractor	Contact Information
Advertising Sales	The Walchli–Tauber Group	Joe Frank joseph.frank@wt-group.com 443-512-8899 x114
Ancillary Event Space	J. Spargo & Associates, Inc.	Matt Rousseau ascoeventrequest@jspargo.com 703-631-6200
Attendee Mailing List	InFocus Marketing	sales@infocusmarketing.com 800-708-5478
Audio/Visual Services	Freeman	Cassie Malone cassie.malone@freemanco.com 214-623-1397
Electric	Boston Marriott Copley Place	617-937-5635
Exhibitor Directory Listing	J. Spargo & Associates, Inc.	Stephanie Houck, CEM qualityexhibits@jspargo.com 703-631-6200
General Service Contractor/Decorator	Freeman	freemanbostonES@freemanco.com 508-894-5100
Hotel Reservations	J. Spargo & Associates, Inc.	Erin Davis qualityhousing@jspargo.com 888-788-1522, 703-449-6418
Internet Service	PSAV	Doug Mellen dmellen@psav.com 617-587-5649
Lead Retrieval	DirectLead	directlead@jspargo.com 800-564-4220
Policy Information	ASCO	Natalie Norris exhibits@asco.org 571-483-1599
Registration	J. Spargo & Associates, Inc.	Carrie Olney/ Cindy Roth qualityregistration@jspargo.com 888-788-1522, 703-449-6418
Shipping	Freeman	freemanbostonES@freemanco.com 508-894-5100
Support Opportunities	Conquer Cancer Foundation	Amy Smith amy.smith@conquercancerfoundation.org 571-483-1700
Travel Discounts	MacNair Travel	asco@macnairtravel.com 877-410-8198, 1-202-360-4674

DISPLAY RESTRICTIONS

As a reminder, all displays are restricted to the table top. Banner stands and monitor stands are permitted on the floor directly behind the exhibit table. No literature stands or pop-up booths may be displayed behind, in front of, or next to the exhibit table.

EXHIBITOR RESOURCE CENTER

The Exhibitor Resource Center allows you single sign on access to the following items:

Due on Wednesday, September 10 at 11:59 PM (EDT):

- Exhibitor Registration
- Onsite Contact Form (required)
- Giveaway Approval Form (required)
- Notification of Intent to Use an EAC
- Printed Exhibitor Directory Information

GIVEAWAYS

Commercial exhibitors:

- Must be designed primarily for the education of patients or healthcare professionals
- Must not exceed **$10** in value
- Pens, mouse pads, and other "reminder" items are not permitted for commercial exhibitors

Non-profit exhibitors and government agencies:

- Must not exceed **$10** in value
- Must be available to all registered attendees immediately upon request
- Giveaways by non-profit exhibitors who are subject to the PhRMA Code must meet the standards for Giveaways by Commercial Exhibitors listed above.

All exhibitors must complete the Giveaway Request Form through the Exhibitor Resource Center.

HOTEL RESERVATIONS

Deadline: Wednesday, September 10 at 11:59 PM (EDT)

All hotel rooms for the Symposium must be secured through the ASCO Quality Care Symposium Customer Service Center, operated by J. Spargo & Associates, Inc. If you receive an email or phone call from other organizations, we strongly recommend you do not secure hotel rooms from these unapproved companies. We can only guarantee hotel room availability and rates offered through J. Spargo & Associates, Inc. If you have any questions, please contact the Customer Service Center at qualityhousing@jspargo.com or 703-449-6418.

To book a room:

- Go to quality.asco.org
- Select "Registration and Hotel Information"
- Select "Exhibitor Registration and Hotel Reservations"

Boston Marriott Copley Place 110 Huntington Avenue Boston, MA 02116	**$309.00** per night Single or Double room

Please Note:

- Room rate includes complimentary Internet access and access to the hotel fitness center
- Rate does not include taxes and fees in effect at the time of check in
- Hotel may charge for more than two occupants per room and specific room types are not guaranteed
- Smoking is prohibited at the Boston Marriott Copley Place

Hotel reservations received after Wednesday, September 10 at 11:59 PM (EDT) will be processed on a space available basis and may be subject to higher rates.

Questions? 703-449-6418 qualityhousing@jspargo.com

ITEMS INCLUDED IN SPACE CHARGE

- 6' draped table (42" high)
- One (1) stool
- Carpet—*please note you should not ship carpet to the hotel*
- Company identification sign - 7"x44"
- Complimentary full Symposium registrations – Now available through the online Exhibitor Resource Center

Exhibitors are responsible for all material handling charges.

MOVE IN/MOVE OUT AND EXHIBITS SCHEDULE

Move In	Thursday, October 16 4:00 PM – 6:00 PM	**All exhibits must be set by 6:00 PM on Thursday, October 16.** *If you foresee any difficulty in meeting this deadline, you **must** request a variance. Please contact Stephanie Houck at 703-679-3972 or qualityexhibits@jspargo.com by 5:00 PM (EDT) on Wednesday, September 10.
Exhibit Hours	Friday, October 17 7:00 AM – 6:00 PM	
Move Out	Friday, October 17 6:00 PM – 7:00 PM	**Exhibits may not be dismantled before 6:00 PM on Friday, October 17.** Early dismantling of exhibits is prohibited. ASCO's general service contractor will dismantle any exhibits that are not taken down by the end of the published move out time. Exhibitors will be responsible for any charges related to tear down.

Below you will find the hours during which your exhibit table will need to be staffed as attendees will be in the Posters, Exhibits, and Food Room.

Friday, October 17

7:00 AM – 8:00 AM	Continental Breakfast
9:30 AM – 10:00 AM	Break
12:00 PM – 1:15 PM	General Poster Session and Lunch
2:45 PM – 3:00 PM	Break
4:30 PM – 6:00 PM	General Poster Session and Wine and Cheese Reception

PLANNING TIPS

- Give copies of all orders, invoices, and paperwork associated with exhibiting and shipping to your onsite exhibit staff.
- Order services by the deadlines shown on the forms to take advantage of discounts (if applicable).
- Carefully review all products when delivered to your exhibit table and document any damage. Provide the Exhibits Operations Manager with a copy of your report.

POLICIES

The Exhibitor Policies describe the rules and regulations governing ASCO Meetings and Symposia.

REGISTRATION

Exhibitor registration is accessed through the Exhibitor Resource Center. Registration must be completed online. Processing fees apply if you require the Customer Service Center to complete your exhibitor registrations, changes, or cancellations.

Questions? 703-449-6418 qualityregistration@jspargo.com

SECURITY TIPS

Front entrance, perimeter, and roving security personnel will be provided. Although security will be provided during move-in/move-out and on the Symposium days, it is always the exhibitor's responsibility to ensure the security of his/her exhibit and its contents.

ASCO, J. Spargo & Associates, Freeman, Boston Marriott Copley Place, and all organizations and individuals who are employed by or associated with the Symposium, will not be responsible for injury that may occur to an exhibitor, his/her employees, or any agents, or for the safety of an exhibit or other property against theft, fire, accident, or any other destructive cause. Exhibitors should ensure that they have adequate insurance coverage.

SHIPPING INFORMATION - INBOUND

- Shipments for the Symposium will be received at the Advance Warehouse from Friday, September 26 through Thursday, October 9.
- After Thursday, October 9 a surcharge will be assessed
- All shipments must be consigned c/o Freeman to allow Freeman to accept for handling. Please address as follows:

  (Name of Exhibiting Company & Table Number)
  ASCO Quality Care Symposium
  c/o Freeman
  25 Doherty Avenue
  Avon, MA 02322
- Shipping labels are provided on page 10.
- Exhibitors are responsible for all material handling charges. Please see below for material handling fees.

Shipping to the Symposium Site

- Shipments may arrive at the Boston Marriott Copley Place beginning on Thursday, October 16 between 8:00 AM and 6:00 PM. Shipments arriving prior to October 16 may be refused and returned.
- All shipments must be consigned c/o Freeman to allow Freeman to accept for handling. Please address as follows:

  (Name of Exhibiting Company & Table Number)
  ASCO Quality Care Symposium
  c/o Freeman
  c/o Boston Marriott Copley Place
  110 Huntington Avenue
  Boston, MA 02116

SHIPPING INFORMATION - OUTBOUND

- All exhibit materials must be cleared from the exhibit area by 7:00 PM on Friday, October 17.

Continued on next page

- Exhibitors are responsible for making arrangements with their individual freight carriers. No arrangements need to be made in advance if you plan on shipping with Freeman Exhibit Transportation.
- Pack and label all your materials. Return your Material Handling Agreement to the Freeman Customer Service Representative onsite (if applicable.)
- The FedEx Office Print & Ship Center have a desk set up outside the Posters, Exhibits and Food Room on Friday, October 17 until 7:00 PM to assist with any outbound FedEx shipments.

If you are shipping outbound through the FedEx Office Print & Ship Center, exhibitors will be responsible for taking their materials to the FedEx Office Print & Ship Desk for handling. Additional handling fees may apply.

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F R E E M A N

R U S H

D O N O T D E L A Y

MUST DELIVER BY OCTOBER 09, 2014

TO: _____

EXHIBITOR NAME

C/O: FREEMAN
25 DOHERTY AVE

AVON, MA 02322

WAREHOUSE

EVENT: ***ASCO Quality Care Symposium***

BOOTH NO: _____ NO. _____ OF _____ PCS

F R E E M A N

R U S H

D O N O T D E L A Y

MUST DELIVER BY OCTOBER 09, 2014

TO: _____

EXHIBITOR NAME

C/O: FREEMAN
25 DOHERTY AVE

AVON, MA 02322

WAREHOUSE

EVENT: ***ASCO Quality Care Symposium***

BOOTH NO: _____ NO. _____ OF _____ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

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F R E E M A N

R U S H

D O N O T D E L A Y

CANNOT DELIVER BEFORE OCTOBER 16, 2014

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

BOSTON MARRIOTT COPLEY PLACE
110 HUNTINGTON AVENUE
BOSTON, MA 02116

SHOW SITE

EVENT: ***ASCO Quality Care Symposium***

BOOTH NO: _____ NO. _____ OF _____ PCS

F R E E M A N

R U S H

D O N O T D E L A Y

CANNOT DELIVER BEFORE OCTOBER 16, 2014

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

BOSTON MARRIOTT COPLEY PLACE
110 HUNTINGTON AVENUE
BOSTON, MA 02116

SHOW SITE

EVENT: ***ASCO Quality Care Symposium***

BOOTH NO: _____ NO. _____ OF _____ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

FREEMAN

Proud to Serve as Your Official Audio Visual Provider

ASCO Quality Care SYMPOSIUM — QUALITY MATTERS — quality.asco.org — October 17-18, 2014 — Boston, Massachusetts

2014 ASCO Quailty Care Symposium
October 17 - 18, 2014
Boston Marriott Copley Place | Boston, MA

Order By: October 2, 2014 to Receive Early Order Pricing!

Exhibiting Company Name:
Booth#

Flat Panel Displays and Accessories	QTY.	Early Order	Show Rate	Total
24" Flat Screen (16:9, HD) with Dell Sound Bar		$125.00	$162.50	
32" Flat Screen (16:9, HD) with Internal Speakers		$225.00	$292.50	
42" Flat Screen (16:9, HD) with Internal Speakers		$265.00	$344.50	
46" Flat Screen (16:9, HD) with Internal Speakers		$330.00	$429.00	
55" Flat Screen (16:9, HD) with Internal Speakers		$400.00	$520.00	
60" Flat Screen (16:9, HD) with Internal Speakers		$1,150.00	$1,495.00	
DVD player with Auto Repeat		$40.00	$52.00	
Blu-ray DVD Player with auto repeat		$50.00	$65.00	

Computing	QTY.	Early Order	Show Rate	Total
Desktop Computer with Monitor (3.2GHz or Faster)		$90.00	$117.00	
Laptop Computer (Core i5/2.5ghz/4GB/300GBHD/DVD)		$108.00	$140.40	
Apple 15" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		$450.00	$585.00	
Apple 17" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		$550.00	$715.00	
HP Laser Printer (40 PPM)		$125.00	$162.50	
Computer Speakers		$30.00	$39.00	
Wireless Presentation Mouse		$40.00	$52.00	
Keyboard and Mouse Set		$50.00	$65.00	

Freeman has a full complement of Computer, Audio, Video and Lighting inventory, as well as design capabilities. Whether your needs are big or small, our experts are available to help you! Please contact us at: 214-623-1397 for a custom quote.

Show rate is subject to a 30% increase when ordering after October 2, 2014

Contact Your Freeman Representative	Total Your Order	
Cassie Malone cassie.malone@freemanco.com **Phone:** 214.623.1397 **Fax:** 469.621.5608 **Online at**: www.freemanco.com **Don't see what you are looking for?** **Please call to discuss the options!**	Equipment Sub-Total	
	30% Handling Charge ($154.00 Min) Includes Delivery, Install & Dismantle	
	State Rental Tax (6.25%)	
	TOTAL CHARGES:	
	*** Electrical & Internet Services are not included in equipment pricing.*	

Please Fill in All Information Below Before Submitting Your Order

Your Name:	
Booth Number:	
Exhibiting Company Name:	
Company Address:	
Phone:	**Fax:**
Email:	
Third Party (if applicable):	
Signature:	

Delivery Information

A representative must be in your booth at the time of delivery unless alternate arrangements are made.
Delivery subject to readiness of the booth structure and set-up. Please call us at (214) 623-1308 with questions.

On-Site Contact Person: **Cell Phone:**

Please Select Your Preferred Date and Time of Delivery: (Choose One):

Thursday, October 16, 4:00 PM to 6:00 PM

If You Have a Special Delivery Request, Please Note it Here:

Payment Information

Method of Payment (choose one):

Master Card	Check (in US Funds)
Visa	Bank Transfer (please call for details)
American Express	Key Account

Credit Card Number:

Expiration Date:

Card Holder Name:

Signature:

*** For your convenience, we will use your authorization to charge your credit card account for advanced and on site orders placed by your company representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of the Exhibitor including without limitation, any shipping charges.*

*** All payments must be made in advance in US funds*

Cancellation Policy: Any cancellation must be received within **7 days** of show open to avoid being charged one day's rental rate. Cancellations after delivery will result in a day's charge and labor incurred.

FREEMAN

TERMS & CONDITIONS

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set fort h below become a part of the Contract between Freeman and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed wh en any of the following conditions are met: THE METHOD OF PAYMENT FORM IS SIGNED; OR AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR OR WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

DEFINITIONS

For purposes of this Contract, ”Freeman” means Freeman Expositions, Inc., Freeman Expositions, Ltd., Freeman Audio Visual, I nc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term “Exhibitor” means the E xhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors (“EAC”).

PAYMENT TERMS

Full payment, including any applicable tax, is due at the time the order is placed. Purchase orders are not considered paymen t. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will in cur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or e vent and remain the property of Freeman except where specifically identified as a sale. All equipment rentals are based on Show Rates and apply only to Show Days. Rental prices on Audio Visual equipment (including computers) do not include labor, delivery, electrical services or removal of the equipment from t he booth. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to Freeman’s property. Exhibitor w ill notify Freeman immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor. In case of cancellation of any labor orders by Exhibitor, a one-hour “per person, per hour” charge will be applied for all labor and equipm ent orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom -Cut Carpet, Modular Rental Exhibits, Audio Visual and/or Computer Equipment and any other custom-order items or services have already been provided at the time of cancellation, fees wil l remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond Freeman’s control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Freeman will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is Exhibitor’s responsibility to advise the Freeman Service Center Representative of problems with any orde rs, and to check the Exhibitor’s invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, Freeman requ ires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charge s to its customers. For International Exhibitors, Freeman requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved unpaid balance after the close of the show; terms will be net, due and payable in Dallas, Tex as upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre -paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and an y excess finance charge received by Freeman shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invo ices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Freeman for its services, as an offset against the amount of any alleged loss or damage. Freeman reserves the right t o charge Exhibitor for the difference between the Exhibitor’s estimate of charges and the actual charges incurred by Exhibitor, or for any charges that Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment a nd charges are rejected by the Exhibitor’s credit card company for any reason, Freeman hereby provides notice that it reserves the right, and Exhibitor auth orizes Freeman, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor’s account. Exhibit or hereby grants a lien on its property in Freeman’s possession to the extent of any outstanding obligations owed to Freeman by Exhibitor.

LABOR UNDER SUPERVISION OF EXHIBITOR: Exhibitor shall be responsible for the performance of labor provided under this section . It is the responsibility of Exhibitor to supervise labor secured through Freeman in a reasonable manner as to prevent bodily injury and/or property damag e and also to direct them to work in a manner that is in compliance with Freeman’s Safe Work Rules and/or Federal, State, County and Local ordinances, rul es and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to c heck in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. INDEMNIFICATION: Exhibitor agrees t o indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, ju dgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) arising out of work performed by labor provided by Fre eman but supervised by Exhibitor. Further, the Exhibitor’s indemnification of Freeman includes any and all violations of Federal, State, County or Local ordinances, “Show Regulations and/or Rules” as published and/or set forth by Facility or Show Management, and/or directing labor provided by Freeman to wor k in a manner that violates any of the above rules, regulations, and/or ordinances.

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Order Deadline:
Friday, October 3

Marriott
BOSTON COPLEY PLACE

ELECTRICAL SERVICES ORDER FORM

MARRIOTT ELECTRICAL SERVICES ENGINEERING
110 Huntington Ave, Boston MA 02116
Tel: 617 937 5635 Fax: 617 937 5640

This Form cannot be e-mailed with credit card information

CONVENTION: ASCO Quality Care Symposium
COMPANY NAME: _____
ADDRESS: _____
STATE: _____

BOOTH # _____
EXHIBIT DATE: October 17, 2014 (Move In: October 16)
TELEPHONE # _____
FAX # _____

GENERAL CONDITIONS

1. Rates quoted for the items cover bringing of the same to the booth. Should it be necessary to run Lines into the booth for hooking up motors, panels, lighting, etc a labor order MUST accompany this form. Service will be installed on a time and material basis. The rates for technicians will be paid $75 per hour from 8 am to 4:40 pm on weekdays; double time will prevail after 4:40 pm on weekdays, Saturdays, Sundays and Holidays.
2. All orders MUST be received 2 weeks before a show opening. Last minute orders forcing installation on a Saturday, Sunday, Holiday or overtime, will cost 50% more than stated listings.
3. Electrical power for lights and displays will be turned on 1/2 hour before show opening and turned off 1/2 hour after closing time unless other arrangements are made with Marriott prior to the show.
4. **No credit will be issued on outlets installed as ordered even though they are not used.**
5. All wiring and other installation, motors, etc must be approved to prevent overloading of the circuits. Exhibitors shall not be permitted to add wattage except upon ordering same. All motors over 1HP shall have a magnetic starter, manual disconnect switch and a fuse furnished by the exhibitor.
All questions on billing must be settled prior to closing date of show; no credits will be issued after.
All connectors will be the current NEMA-type for current voltage to be applied. All connectors will be grounded.
6. All questions on billing must be settled prior to closing date of show; no credits will be issued after.
7. All connectors will be the current NEMA-type for current voltage to be applied. All connectors will be grounded.
8. If using specific NEMA connector for 1-phase or 3-phase application, please endorse NEMA number_____
9. Voltage is 120/208. Marriott cannot be held responsible for voltage variations or 'brown out' conditions caused by NSTAR. Exhibitors having special voltage requirements should contact Marriott in advance of show.
10. Exhibitors using computers or other equipment sensitive to power dropouts should order exclusive circuits. All non-exclusive circuits are shared by other exhibitors. Marriott assumes no responsibility for their actions. Exclusive circuits are 20amps and above.
11. Marriott cannot be held responsible for any damage that occurs to exhibitor and/or equipment through operator negligence or any act of God.

	UNIT COST	QUANTITY	AMOUNT
5 amps. 115 volt 0-500 watt circuit	$100.00 ea.		
15 amps. 115 volt 1000-1500 watt circuit	$150.00 ea.		
20 amps. 120/208 volt 1 PH/3 circuit	$200.00 ea.		
30 amps. 120/208 volt 1 PH/3 circuit	$350.00 ea.		
60 amps. 120/208 volt 1 PH/3 circuit	$585.00 ea.		
100 amps. 120/208 volt 1 PH/3 circuit	$850.00 ea.		
200 amps. 120/208 volt 1 PH/3 circuit	$1,175.00 ea.		
Rental of extension cord	$16.00 ea.		
Electrical Labor	$75.00 per hr.		
		6.25% Sales Tax	$
		TOTAL	

RENTAL RATES COVER ANY THREE CONSECUTIVE DAYS. PREPAYMENT MUST ACCOMPANY ORDER AND BE RECEIVED TWO WEEKS PRIOR TO EXHIBIT.

PAYMENT INFORMATION

☐ CHECK ENCLOSED (payable to Boston Copley Marriott)

☐ Credit Card : AMEX, Visa, Mastercard (cirlcle one)

Card # :

Exp. Date:

COMMENTS: _____

_____

_____

Name: _____

Authorized Signature: _____

Date: _____

ASCO Quality Care Symposium

qualityexhibits@jspargo.com

Palliative Care in Oncology Symposium

palloncexhibits@jspargo.com

Increase Your Company's Visibility
Upgrade your Exhibitor Directory Listing Today!

Increase your visibility in 2014 with an expanded listing in the Exhibitor Directory. The Directory is a valuable resource to help attendees navigate the exhibits as well as learn more about your products and services.

Exhibiting companies may purchase an expanded listing in the Directory to reach attendees in three ways.

Online Listing
The online, interactive directory is a comprehensive listing accessible on the Symposium website.

Print Listing
The directory is available to attendee's onsite in the Meeting Program.

USB eTote Listing
Your company name is featured in the USB eTote, which is included in meeting materials and available for attendees to pick up at registration or to download from the Attendee Resource Center.

	Basic (Free)	Extended ($250)	Premium ($500)
Online			
Company Name	✓	✓	✓
Mailing Address	✓	✓	✓
Web Address	✓	✓	✓
250 character paragraph	✓		
500 character paragraph		✓	
750 character paragraph			✓
Color Company Logo with company listing			✓
Color Company logo with link included on Exhibitor Directory home page			✓
Print			
Company Name	✓	✓	✓
Mailing Address & Phone Number	✓	✓	✓
Web Address	✓	✓	✓
250 character paragraph	✓		
500 character paragraph		✓	
750 character paragraph			✓
USB eTote			
Company Name	✓	✓	✓

Become a Featured Exhibitor!
Contact the Exhibit Sales team at the email addresses listed above or at 800-564-4220.

COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY FREEMAN EXHIBIT TRANSPORTATION

F R E E M A N
(800) 995-3579 Toll Free US & Canada
(817) 607-5100 Local & International

NAME OF SHOW: **ASCO Quality Care Symposium / October 17, 2014**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call applicable number listed above to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information:
  (800) 995-3579 Toll Free US & Canada
  (817) 607-5100 Local & International

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date:

SHIPPER NAME

SHIPPER ADDRESS

(City) (State) (Zip)

DESTINATION

☐ I will be shipping to the **WAREHOUSE**

FREEMAN / Exhibiting Company Name / Booth #

ASCO's Quality Care Symposium

C/O: FREEMAN
25 DOHERTY AVE
AVON, MA 02322

MUST BE DELIVERED BY OCTOBER 09, 2014

☐ I will be shipping to **SHOW SITE**

FREEMAN / Exhibiting Company Name / Booth #

ASCO's Quality Care Symposium

C/O: FREEMAN
BOSTON MARRIOTT COPLEY PLACE
BOSTON MARRIOTT COPLEY PLACE, 110 HUNTINGTON AVENUE
BOSTON, MA 02116

CANNOT BE DELIVERED BEFORE OCTOBER 16, 2014

TYPE OF SERVICE

☐ Next Day Air: Delivery next business day by 5:00 PM
☐ Second Day Air: Delivery second business day by 5:00 PM
☐ 3-5 Day Service: Delivery within 3 - 5 business days
☐ Declared Value $ _____

Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.

☐ Standard Ground: Dependent on distance
☐ Expedited Ground: Tailored to specific requirements
☐ Specialized: Pad wrapped, uncrated, truck load

SHIPPING INFORMATION

Items to be shipped

Number of Pieces		Est. Weight
____	Crates (wooden)	_____
____	Cartons (cardboard)	_____
____	Cases/Trunks (fiber) (color _____)	_____
____	Skids/Pallets	_____
____	Carpet (color _____)	_____
____	Other (_____)	_____
____	Total	_____

Size of largest piece: (H) _____ (W) _____ (L) _____

NOTE: Shipments will be weighed and measured prior to delivery.

OUTBOUND SHIPPING

☐ I would like to schedule outbound Freeman Exhibit Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may print your Outbound Material Handling Agreement and labels, please complete the following information **if different from pick up address:**

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM TO:
(469) 621-5810

A TRANSPORTATION SPECIALIST WILL CALL YOU TO CONFIRM RECEIPT OF ORDER AND FINALIZE DETAILS.

SHOW # (307595)

09/11

FREEMAN exhibit transportation

F R E E M A N
275 Bodwell St
Avon, MA 02322
(508) 894-5100 Fax: (469) 621-5608
FreemanBostonES@freemanco.com

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **ASCO Quality Care Symposium / October 17, 2014**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (508) 894-5100 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: _____

BILLING ADDRESS: _____

CITY: _____ STATE/ PROVINCE: _____ ZIP/ POSTAL CODE: _____

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

_____

CITY: _____ STATE/ PROVINCE: _____ ZIP/ POSTAL CODE: _____

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

- ☐ 1 Day: Delivery next business day
- ☐ 2 Day: Delivery by 5:00 P.M. second business day
- ☐ Expedited
- ☐ Deferred: Delivery within 3-4 business days
- ☐ Standard Ground
- ☐ Specialized: Pad wrapped, uncrated, or truckload

☐ OTHER COMMON CARRIER _____

☐ OTHER VAN LINE _____

☐ OTHER AIR FREIGHT _____

☐ Next Day ☐ 2nd Day ☐ Deferred

CARRIER PHONE #: _____

DESIRED NUMBER OF LABELS: _____

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center.

Verify the piece count, weight and that a signature is on the Material Handling Agreement prior to shipping out.

SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE.

Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor. During exhibitor move-out, when time permits, Freeman will attempt a courtesy phone call to your carrier to confirm the scheduled pick-up.

F R E E M A N
275 Bodwell Street
Avon, MA 02322
508-894-5100 • Fax: 469-621-5608
FreemanBostonES@freemanco.com

DEADLINE DATE
SEPTEMBER 25, 2014

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ASCO Quality Care Symposium / October 17, 2014**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 508-894-5100 to speak with one of our experts.

For fast, easy ordering, go to www.myfreemanonline.com

DISPLAY LABOR (One Hour Minimum per Worker)

Description		Advance Price	Show Site Price
Straight Time-	8:00 A.M. to 4:30 P.M. Monday through Friday	$154.25	216.00
Overtime-	4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday	$230.25	322.50
Double Time-	All Day Sunday and Holidays	$276.25	386.75

- **Show Site prices will apply to all labor orders placed at show site.**
- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person - labor thereafter is charged in half (1/2) hour increments.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

Union Holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day.

INSTALLATION LABOR

☐ **Freeman Supervised Labor - Please complete the reverse side of this form.**
- Installation of your exhibit will be completed at our discretion prior to show opening.
- The charge for this service is 30% of the total installation labor bill, with a minimum of $45.00.

Emergency contact: _____ Phone Number: _____

☐ **Exhibitor Supervised Labor (**Supervisor must check in at Service Desk to pick up labor)

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People		Approx. Hrs. per Person		Total Hrs.		Hourly Rate		Estimated Total Cost
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____

Freeman Supervision (30%/$45.00) = $_____

Tax = $**(N/A)**

Total Installation = $_____

DISMANTLE LABOR

☐ **Freeman Supervised Labor - Please complete the reverse side of this form.**
- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
- The charge for this service is 30% of the total dismantle labor bill, with a minimum of $45.00.

Emergency contact: _____ Phone Number: _____

☐ **Exhibitor Supervised Labor(**Supervisor must check in at Service Desk to pick up labor)

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People		Approx. Hrs. per Person		Total Hrs.		Hourly Rate		Estimated Total Cost
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____

Freeman Supervision (30%/$45.00) = $_____

Tax = $**(N/A)**

Total Dismantle = $_____

FREEMAN installation & dismantle

NAME OF SHOW: **ASCO Quality Care Symposium / October 17, 2014**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

FREEMAN SUPERVISED LABOR

IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse _____ Show Site _____ Date Shipped _____

Setup Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No._____

Carpet: With Exhibit _____ Rented From Freeman _____ Color _____ Size_____

Electrical Placement: Drawing Attached _____ Drawing With Exhibit _____ Electrical Under Carpet _____

Comments: _____

_____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

_____

Special Tools/Hardware Required: _____

_____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

_____

_____

_____

METHOD OF SHIPMENT

☐ **Freeman Exhibit Transportation:**

- ☐ Common Carrier
- ☐ Air Freight ☐ Next Day ☐ 2nd Day ☐ Deferred ☐ Expedited

☐ **Other (list carrier name & phone number):**

- ☐ Other Common Carrier:_____
- ☐ Other Air Freight:_____
- ☐ Van Line: _____

FREIGHT CHARGES

☐ Prepaid ☐ Collect

Bill To: _____

_____

_____

In the event your selected carrier fails to show on final move-out day, please select one of the following options:

☐ **Reroute via Freeman's choice**

☐ **Deliver back to Freeman warehouse at Exhibitor's expense.**

PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.

FREEMAN installation & dismantle

F R E E M A N
275 Bodwell Street
Avon, MA 02322
508-894-5100 • Fax: 469-621-5608
FreemanBostonES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ASCO Quality Care Symposium / October 17, 2014**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 508-894-5100 to speak with one of our experts.

Let Freeman OnLine® estimate your material handling charges for you. Log on to www.myfreemanonline.com, select your show and click on "Estimate My Material Handling Costs". From Freeman OnLine® you can print extra shipping labels, get tips on how to package your freight and much more.

MATERIAL HANDLING SERVICES

CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

SPECIAL HANDLING: (See definitions on back) Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS, Airborne Express & DHL** are included in this category due to their delivery procedures.

UNCRATED: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

STRAIGHT TIME: 8:00 A.M. to 4:30 P.M. Monday through Friday

OVERTIME: 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays

NOTE: SOME INBOUND AND OUTBOUND MATERIAL HANDLING SERVICES WILL HAVE OVERTIME CHARGES APPLIED.

Union Holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day

Description	Price Per CWT	200 lb. Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum) - *Includes overtime outbound*		
Crated or Skidded Shipment	$ 217.25	434.50
Special Handling Shipment	$ 282.00	564.00
Show Site Shipment (200 lb. minimum) - *Includes overtime outbound*		
Crated or Skidded Shipment	$ 209.25	418.50
Special Handling Shipment	$ 271.75	543.50
Uncrated or Pad Wrapped Shipment	$ 313.50	418.00
Small Package - Maximum weight is 30 lbs per shipment		
Per Shipment	$ 45.00	
*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.		
ADDITIONAL SURCHARGES:		
Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after October 09	$ 36.75	73.50
Show site Shipment after **Show Opening**	$ 34.75	69.50
All rates quoted above are straight time rates. All freight received at the warehouse that must be moved into or out of the booth before 8:00 am or after 4:30 pm on weekdays will be charged overtime rates. Show site overtime hours are before 8:00 am and after 4:30 pm on weekdays. Any time on Saturday, Sunday or holidays will be charged overtime each way in addition to the above rates.		
Overtime Charge - Warehouse (in addition to above rates)		
Crated or Skidded Shipment	$ 73.75	147.50
Special Handling Shipment	$ 95.75	191.50
Overtime Charge - Show Site (in addition to above rates)		
Crated or Skidded Shipment	$ 69.75	139.50
Special Handling Shipment	$ 90.50	181.00
Uncrated or Pad Wrapped Shipment	$ 104.50	209.00
Off-target Charge (in addition to above rates)	25% additional	

Description	Weight CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =		
Surcharges	÷ 100 =		
		6.25% Tax	**N/A**
		Total	

All rates are per 100 lbs. Please round up to the next 100 lbs.
Example: 840 lbs - 900 lbs (9 cwt)

Tips to Save on Material Handling

- **Consolidate shipments -** when total weight is less than 200 lbs. For Example:

3 Separate Shipments
60 lbs. charged @ 200 lbs. $ 434.50
52 lbs. charged @ 200 lbs. $ 434.50
65 lbs. charged @ 200 lbs. $ 434.50 = $1,303.50

1 Consolidated Shipment
3 pieces (1 shipment)
177 lbs. charged @ 200 lbs = $434.50
Added benefit - your shipments are less likely to get misplaced if they are packaged together with larger items.

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.myfreemanonline.com

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

What is Ground Loading/Unloading?
Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

What is Constricted Space Loading/Unloading?
Trailer loaded “high and tight” shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading?
Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What are Stacked Shipments?
Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or “cubed out” shipments, loose items placed on top of crates and/or pallets constitute special handling.

What is Shipment Integrity?
Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

What is Alternate Delivery Location?
Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

What are Mixed Shipments?
Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Freeman defines special handling for mixed loads as having less than 50% of the volume as uncrated.

What does it mean if I have “No Documentation”?
Shipments arrive from a small package carrier (including, among others, Federal Express, UPS, Airborne Express & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What about carpet only shipments?
Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

What is the difference between Crated and Uncrated Shipments?
Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.

F R E E M A N
275 Bodwell Street
Avon, MA 02322
Ph: 508-894-5100 • Fax: 469-621-5608
FreemanBostonES@freemanco.com

DISCOUNT PRICE DEADLINE DATE SEPTEMBER 25, 2014

INCLUDE THIS FORM WITH YOUR ORDER

NAME OF SHOW: **ASCO Quality Care Symposium / October 17, 2014**

COMPANY NAME: BOOTH#:

ADDRESS: BOOTH SIZE X

CITY/STATE/ZIP: CUSTOMER #

PHONE #: EXT.: FAX #:

SIGNATURE: PRINT NAME:

CONTACT'S E-MAIL

E-MAIL FOR INVOICE ☐ CHECK IF YOU ARE A NEW FREEMAN CUSTOMER

Invoices will be sent by e-mail; please provide the e-mail address of the person who reconciles your invoices if different than contact's email.

METHOD OF PAYMENT

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

☐ **COMPANY CHECK**

Please make check payable to: Freeman. Checks must be in U.S. funds drawn on a U.S. or Canadian bank.(**"US. FUNDS"** MUST BE PRE-PRINTED on Canadian checks.)

Please reference (307595) on your remittance.

☐ **CREDIT/DEBIT CARD**

For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

☐ **AMERICAN EXPRESS** ☐ **MASTERCARD** ☐ **VISA** **FREEMAN NOW ACCEPTS DEBIT CARDS**

Account No.: Exp. Date:

Cardholder Name (Print): Signature:

Cardholder Billing Address:

City/State/Zip:

☐ **BANK TRANSFER**

Bank Transfer to Bank of America, N.A.; Dallas, TX

Wire Transfer
ABA#: 026009593 ACCT #1252039192 Freeman
International Wire Transfer
Swift Code: BOFAUS3N ACCT #1252039192 Freeman
ACH Direct Deposit
ABA# 111000012 ACCT #1252039192 Freeman

Please reference Name of Show & Booth Number so we can properly credit your account.

Note: Customers are responsible for any bank processing fees.

ENTER TOTALS HERE

MATERIAL HANDLING	CLEANING	INSTALLATION	DISMANTLE	EXHIBIT TRANS	GRAND TOTAL

- **Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freemanco.com/store.**
- **Orders received without payment or after the discount price deadline date will be charged at the standard price.**
- **Copies of invoices may be picked up from the Service Desk prior to show closing.**
- **If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Services Representative.**

TELL US WHAT YOU THINK!

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.

http://feedback.freemanco.com/?307595

FREEMAN method of payment

F R E E M A N
275 Bodwell St
Avon, MA 02322
(508) 894-5100 Fax: (469) 621-5608
FreemanBostonES@freemanco.com

FREEMAN third party authorization

ASCO Quality Care Symposium / October 17, 2014

In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE: DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME: BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE: EXT. FAX:

CONTACT'S E-MAIL:

Indicate which services are to be invoiced to the Third Party:

- ☐ ALL FREEMAN SERVICES
- ☐ I&D LABOR/SUPERVISION
- ☐ MATERIAL HANDLING/IN & OUT
- ☐ FREEMAN EXHIBIT TRANSPORTATION
- ☐ RENTAL FURNITURE/CARPET/SIGNS
- ☐ BOOTH CLEANING
- ☐ OTHER _____

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE: EXT: FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

Invoices will be sent by e-mail; please provide the e-mail address of the person who reconciles your invoices if different than contact's e-mail.

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ VISA **FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO: EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT): CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

BACK TO CONTENTS

Order Deadline:
Friday, October 3

PSAV PRESENTATION SERVICES

Marriott. BOSTON COPLEY PLACE

110 Huntington Ave, Boston MA 02116
Tel: 617.587-5164 Fax: 617.927.5333
http://partner.psav.com/BostonMarriottCopleyPlace

Audio Visual Equipment & Services Order Form

Event/Show: ASCO Quality Care Symposium

Company:

Date of Event: October 17, 2014 7:00 AM to 6:00 PM
(start) (end)

Time: Exhibit Move IN: October 16 - 4:00 PM to 6:00 PM
(start) (end)

Location/Booth #:

Ordered By:

Phone:

E-mail Address:

On-site Contact:

Mobile:

PAYMENT INFORMATION

Card Type:

Card Number: Exp. Date:

Name on Card:

Billing Address:

City, State, Zip:

Phone:

Signature:

Your signature indicates that you agree to the terms and conditions to the right. To place your order, please either scan and e-mail or fax the form to 617.927.5333

Please note: Complimentary Wi-Fi will be provided in the Posters, Exhibits and Food room. The provided Wi-Fi is intended for personal use. Devices requiring mission critical Internet service should be connected through a hard-wired Internet drop. Exhibitors are responsible for ordering and paying for all hard-wired Internet connections.

	HIGH SPEED INTERNET & TELEPHONE	
	Wireless Internet Connection, daily rate per connection	**$ 275.00**
	Wired Internet Connection, daily rate	**$ 350.00**
	Additional Wired Internet Connection	**call for price**
	All wired connections are for laptop/desktop use only	
	Static / Public IP	**$ 300.00**
	Custom Network Configuration	**call for price**
	Telephone Line- Long Distance charges apply at hotel rate	**$ 125.00**
	COMPUTERS AND ACCESSORIES	
	Laptop Computer - Windows 7, Microsoft Office 2010	**$ 250.00**
	Laptop Computer - Macintosh	**call for price**
	RF Wireless Mouse / Slide Advancer w/ Laser Pointer	**$ 60.00**

Terms and Conditions

****The total amount of fees will be determined by PSAV®.****

****Labor set & strike times, expendables, & special deliveries will be considered.****

****There is a 6.25% Sales Tax on all equipment rentals.****

****Rental orders cancelled within 72 hours are subject to cancellation fees.****

****All prices listed are per room, per day charge. ****

****All equipment will incur a set-up and breakdown labor charge - standard labor rates apply****

****More than 1 wired internet connection needs a hotel switch and be ordered 48hrs in advance****

No outside router or switch is allowed to be used on the existing ports in any meeting room without prior notice of 48hours given to the audio visual department!

For More Information, please contact your PSAV Sales Representative

Doug Mellen (617) 587-5649 dmellen@psav.com

BACK TO CONTENTS

LEAD CAPTURE & RETRIEVAL MANAGEMENT

RELIABLE, EASY TO USE

Advance Price Deadline:
Wednesday, September 10

INDISPENSABLE LEAD-TRACKING TECHNOLOGY FOR YOUR BOOTH.

Directlead™ Touch

- Intuitive navigation
- Easy-to-add qualifiers
- Ability to add full text notes
- Instant online access to sales leads
- Optional wireless printer
- 30-hour battery
- Lead delivery via USB thumb drive & secure web

ADVANCE RATE $375 | **STANDARD RATE $425**
By 9/10/14 After 9/10/14

MAXIMUM MOBILITY FOR CAPTURING & QUALIFYING DATA.

Directlead™ Rover App

- Works with Android phone, Android tablet, iPhone and iPad
- Scan the badge with your built in camera
- All scans are safely stored and backed up on the device and in the cloud
- Use it at your Hotel, Social function or Shuttle bus
- Easily add custom qualifiers
- Survey capable

STANDARD RATE $320

CLICK HERE TO ORDER NOW!

OR VISIT WWW.DIRECTLEAD.COM

BEYOND EXPECTATIONS

WWW.JSPARGO.COM | WWW.DIRECTLEAD.COM

Contact Us!
phone: 703-995-1800
email: directlead@jspargo.com

jspargo & associates